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ABSTRACT

This course, which can also be taken as part of the Vocational Office Education, Secretarial Series (7758), is designed to help students acquire the basic skills needed to perform jobs required in most offices. Course content includes goals, specific block objectives, filing, manuscripts, tabulations, an English review, letters and forms, the 10-key adding machine, and shorthand speed-building and transcription. Posttests, assignment sheets, and a bibliography are included. (NH)

ED 097495

# AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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EDUCATION & WELFARE
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Course Outline
VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645
VOCATIONAL OFFICE EDUCATION, SECRETARIAL - 7758
(VOE No. 1, Clerical or Secretarial)
Department 48 - Quin 7645.02
7758.02

CE 000 263

DADE COUNTY PUBLIC SCHOOLS
DIVISION OF INSTRUCTION • 1974

D A D E  C O U N T Y  P U B L I C  S C H O O L S

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Course Outline

# VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645
# VOCATIONAL OFFICE EDUCATION, SECRETARIAL - 7758
# (VOE No. 1, Clerical or Secretarial)

Department 48 - Quin 7645.02
7758.02

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Dade County Public Schools
Miami, Florida 33132

January, 1974

Published by the School Board of Dade County

## Course Description

| 7645<br>7758 | 48 | 7645.02<br>7758.02 | VOE No. 1, Clerical or Secretarial |
|---|---|---|---|
| State Category Number | County Dept. Number | County Course Number | Course Title |

VOE No. 1, Clerical or Secretarial is a one-quinmester course that includes three filing jobs and four sequential jobs. The jobs include a review of punctuation, capitalization, abbreviations, and the use of figures. The filing jobs include the skills of inspecting, indexing, coding, and sorting letters according to alphabetic filing rules; and trining in setting up an alphabetic index system with cross-references and a numeric index system for a group of letters. The four sequential jobs include manuscript composition and typing, vocabulary building, proper use of the dictionary, good reading habits, and differentiating between acceptable and preferable spellings; a review of good sentence structure, word division, and tabulation; correcting and typing rough-draft letters; filling out an application for federal employment; and setting up an interoffice memorandum correctly from rough-draft copy. If some or all of the students are not currently enrolled in an office machines course, a special job on a ten-key adding machine will be included in this quinmester course. Training in advanced shorthand should be integrated with this course of study for secretarial students.

Indicators of Success: Prior to enrollment in this course, the clerical students should have attained the objectives of Intermediate Typewriting Skills (7764.41), and the secretarial students should have attained the objectives of Shorthand Basic Transcription (7748.41).

Clock Hours: 90

# PREFACE

The following course outline has been prepared to help the student acquire basic skills needed in performing jobs required by most offices. The assignment sheets located in the appendix contain materials related to functions that are common in the average office. Upon completion of this quinmester, the student will have developed skills in filing, manuscript writing, tabulating, English communications, and typing letters and forms. Instruction on the ten-key adding machine is not required if the student is enrolled in an office machines course. Further development of shorthand skills is included in the three-hour secretarial block.

This course is written for one quinmester; it is generally advisable to use it during the first or second quinmester of the year. The total number of hours of instruction is 90 hours for clerical students and 135 hours for secretarial students. The outline consists of seven blocks of instruction for clerical students and an additional block of instruction for secretarial students. The ten-key adding machine is an optional block and is recommended for students not enrolled in an office machines course. Furthermore, any block may be optional if a student has already attained the objectives of the block. The program is designed to be flexible enough to allow time for group discussions, lectures, demonstrations, guest speakers, and the use of audiovisual aids. Availability of ample multimedia instructional materials makes small group of independent learning possible

Students who meet pre-entrance requirements in VOE through previous scholastic records should be admitted to this program.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee,

and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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with Suggested Hourly Breakdown


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| Inspecting | 1 |
| Indexing | 1 |
| Coding | 1 |
| Sorting | 1 |
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| II. MANUSCRIPTS (10-15 Hours) | |
| Form | 2 |
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| Rough Drafts | 2 |
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| Pagination | 2 |
| III. TABULATIONS (3-7 Hours) | |
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| Figures | 2 |
| Synonyms | 2 |
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| ZIP Codes and State Abbreviations | 3 |
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VI. TEN-KEY ADDING MACHINE (12-17 Hours)
Parts of the Machine . . . . . 3
Tape and Ribbon Change . . . . . 3
Touch Mastery of the Basic Operations . . . . . 3

VII. SHORTHAND SPEEDBUILDING AND TRANSCRIPTION (45 Hours)
Review of Fundamentals and Short Forms . . . . . 4
Dictation from Tapes at Increasing Speeds . . . . . 4
Transcription Skill Building . . . . . 4

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Quinmester Post-Test
Assignment Sheets
Examinations

## GOALS

The Vocational Office Education student must be able to demonstrate:

1. Ability to file materials properly in respect to punctuation, capitalization, abbreviations, and figures.

2. Ability to file materials using five methods and incorporating the skills of inspecting, indexing, coding, sorting, and cross-referencing according to basic filing rules.

3. Knowledge of modern techniques of records control.

4. Ability to type a manuscript using proper form and sentence structure.

5. Ability to type complex tabulation problems correctly.

6. Ability to use proper references to determine correct word usage; and to apply typing rules for word division and punctuation.

7. Knowledge of and understanding of construction of various forms of correspondence.

8. Ability to use a ten-key adding machine by touch.

9. Ability to write shorthand for letters dictated at required speeds and to transcribe the letters in mailable form.

## SPECIFIC BLOCK OBJECTIVES

### BLOCK I - FILING

The student must be able to:

1. Demonstrate an understanding of 20 filing rules by properly inspecting, coding, sorting, and filing 15 given letters alphabetically, numerically, chronologically, geographically, and by subject.

2. Cross-reference correctly five given miniature letters and interfile the letters and cross-references.

3. Apply filing rules in the alphabetic filing of ten names that contain hyphens, colons, commas, capitalization, semicolons, quotation marks, and abbreviations.

4. Demonstrate an understanding of a wide range of filing techniques by answering three questions correctly.

### BLOCK II - MANUSCRIPTS

The student must be able to:

1. Type a five-page manuscript from a given rough draft form containing proofreader's marks, using correct margins, spacing, footnotes, table of contents, bibliography, and indentions.

2. Type a two-page original manuscript correctly.

3. Answer correctly seven given questions that pertain to the structure of a manuscript.

### BLOCK III - TABULATIONS

The student must be able to:

1. Type a three-column problem properly from a given rough draft--centering the problem vertically and horizontally on an 8½" x 11" sheet of paper, with a main heading, a secondary heading and columnar headings.

2. Answer correctly five given questions about the process of tabulating.

BLOCK IV - ENGLISH REVIEW

The student must be able to:

1. Select the proper word for completing the sentence from two words within parentheses in each of ten sentences.

2. Demonstrate proper use of parentheses, the period, the comma, the quotation mark, the apostrophe, the exclamation point, the semi-colon, the colon, the hyphen, and the dash by proper placement in ten given unpunctuated sentences.

3. Type ten given sentences correcting errors in capitalization, abbreviations, and figures.

4. Correctly divide a list of ten given words at a given signal according to rules of word division.

5. Use a dictionary, if necessary, for correct meanings, and type five correct sentences using at least one of five given words in each sentence.

BLOCK V - LETTERS AND FORMS

The student must be able to:

1. Fill out an application form for federal employment correctly and completely, using a typewriter.

2. Correct all errors in a rough-draft letter and type the finished copy in a designated letter style, adding letter parts that are missing.

3. Retype a rough draft interoffice memorandum correcting all errors and using various textbooks for references.

BLOCK VI - TEN-KEY ADDING MACHINE

The student must be able to:

1. Change the tape and ribbon correctly on the machines available and in use.

2. Operate the ten-key adding machine by touch using the proper fingering technique.

3. Solve 10 addition, 10 subtraction, and 10 multiplication problems of varying difficulty with 90 percent accuracy in 30 minutes.

BLOCK VII - SHORTHAND SPEEDBUILDING AND TRANSCRIPTION (Secretarial Students Only)

The student must be able to:

1. Take shorthand at least 5 words per minute above her previous level.
2. Transcribe mailable copy from this dictation.

BLOCK VIII - QUINMESTER POSTTEST

The student must be able to:

1. Satisfactorily complete the quinmester posttest.

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(VOE No. 1, Clerical or Secretarial)

Department 48 - Quin 7645.02
7758.02

I. FILING

A. Methods of Filing
1. Alphabetic
2. Subject
3. Chronological
4. Numeric
5. Geographic

B. Filing Rules
1. Individual names
2. Alphabetic order
3. Surname alone or with initials
4. Surname prefixes
5. Firm names
6. Firm names containing complete individual names
7. Articles "the" and "a" or "an"
8. Hyphenated names
9. Abbreviations
10. Conjunctions, prepositions, and firm endings
11. One or two words
12. Com ound geographic names
13. Titles or degress
14. Possessives
15. U. S. and foreign government
16. Other political divisions
17. Numbers
18. Addresses
19. Bank names
20. Married women

C. Inspecting

D. Indexing

E. Coding

F. Sorting

G. Cross-Referencing

H. Records Control
1. Automatic information retrieval
2. Records Control
3. Types of filing cabinets
4. Types of folders and guides

II. MANUSCRIPTS

A. Form
   1. Margins
      a. Left bound
      b. Top bound
      c. Unbound
   2. Spacing
   3. Indentions

B. Headings

C. Rough Drafts

D. Footnotes

E. Pagination
   1. Top of paper
   2. Bottom of paper

III. TABULATIONS

A. Columns
   1. Centering
      a. Vertical
      b. Horizontal
   2. Two or more columns

B. Headings
   1. Main
   2. Secondary
   3. Columnar

IV. ENGLISH REVIEW

A. Punctuation

B. Capitalization

C. Abbreviations

D. Figures

E. Synonyms

F. Word Division

G. Composition

H. Dictionary
   1. Acceptable spelling
   2. Preferable spelling
   3. Word division
   4. Word meaning

I. Phonetics

J. Grammar

V. LETTERS AND FORMS

A. Federal Employment Form
   1. Correct information
   2. Complete information
   3. Neatness
   4. Typing correctly on lines

B. Rough Drafts
   1. Letters
   2. Interoffice memorandums

C. ZIP Codes and State Abbreviations

D. Styles
   1. Block
   2. Modified
   3. Hanging indented (inverted paragraphs)
   4. Simplified (AMS)

E. Punctuation
   1. Open
   2. Mixed

VI. TEN-KEY ADDING MACHINE

A. Parts of the Machine

B. Tape and Ribbon Change

C. Touch Mastery of the Basic Operations
   1. Addition
   2. Subtraction
   3. Multiplication
   4. Division

VII. SHORTHAND SPEEDBUILDING AND TRANSCRIPTION (Secretarial Students Only)

A. Review of Fundamentals and Short Forms

B. Dictation from Tapes at Increasing Speeds

C. Transcription Skill Building

VIII. QUINMESTER POST-TEST

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1. Duties of a Secretary. 16 mm. 30 min. B/W. Sound. Dade County Public Schools. #1-31314.

2. Secretary, The: Taking Dictation. 16 mm. 11 min. B/W. Sound Dade County Public Schools. #104015.

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4. Method and Procedures. Parts 1 and 2. Progressive Filing Series. 2 filmstrips, 1 record. Gregg Division of McGraw-Hill Book Company.

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Learning Activity Packages:

Touch Typing:

| | | |
|---|---|---|
| 1. | Horizontal and Vertical Centering | 11S-MP-22 |
| 2. | Page-Line Gauge | 11S-MP-23 |
| 3. | Word Division | 11S-MP-24 |
| 4. | Variations in Centering | 11S-MP-25 |
| 5. | Parts of Letters | 11S-MP-26 |
| 6. | Proofreaders' Marks | 11S-MP-28 |
| 7. | Tabulation with Main and Secondary Headings | 11S-MP-29 |
| 8. | Tabulation with Columnar Headings | 11S-MP-30 |
| 9. | Outlines | 11S-MP-31 |
| 10. | Manuscripts | 11S-MP-32 |

# A P P E N D I X

Quinmester Posttest Sample

QUINMESTER POST-TEST

I. INSTRUCTIONS: Each of the following statements is either true or false. Indicate your answer by writing TRUE or FALSE in the blank provided.

1. The heading of a letter consists of an address line, a city and state line, and a date line. 1. ____

2. If the left margin is set at 20 and the right margin is set at 80, you are using proper settings for a 60-space line on a pica typewriter. 2. ____

3. ZIP codes only contain two digits. 3. ____

4. A divider line at the bottom of the page before a footnote is necessary in a manuscript. 4. ____

5. If you write the same letter to several individuals, you no longer have to take the time to proofread after the first few letters. 5. ____

6. It is a good idea to list your friends as references on a job application form because they will give you a good recommendation. 6. ____

7. Tabulation problems usually are centered both vertically and horizontally. 7. ____

8. An interoffice memorandum should resemble a letter as much as possible. 8. ____

9. You can find local ZIP codes in a telephone directory. 9. ____

10. A manuscript has one and one-half inch side margins. 10. ____

11. The proofreader's symbol "SS" means subject's signature. 11. ____

12. Reference initials at the end of an interoffice memorandum are not necessary. 12. ____

13. In a letter, a company line is usually placed two lines after the complimentary close. 13. ____

14. A quotation that contains two or less lines is single spaced and indented five spaces on both sides. 14. ____

15. It is a good idea to exaggerate your qualifications when applying for a job. 15. ____

16. Before you apply for more than one job, it is best to wait for the results of the first interview and/or application. 16. ____

17. A manuscript should be single spaced. 17. ___

18. The backspace centering method of doing a tabulation problem allows you to avoid counting spaces. 18. ___

19. The filing system in which records are filed by topic is called the subject system. 19. ___

20. Marking correspondence with filing captions is called coding. 20. ___

21. Arranging papers in proper filing sequence before they are stored is called storing. 21. ___

22. The piece of cardboard or metal attached to the top of a filing guide is called a tab. 22. ___

23. A miscellaneous filing folder contains correspondence about several topics. 23. ___

24. Filing is the logical organization and storage of information. 24. ___

25. The term "inspecting" in filing refers to the marking of correspondence. 25. ___

26. It is not a good idea to keep your eyes on the copy when operating the ten-key adding machine. 26. ___

27. The ten-key adding machine is considered a printing calculator because the numbers and calculations are printed on a paper tape. 27. ___

28. The ten-key adding machine is a simple machine to operate. 28. ___

29. All filing jobs involve reaching and stooping. 29. ___

30. The most modern technique for filing involves the use of file folders and filing cabinets. 30. ___

31. In tabulating mixed numbers, fractions are not counted as part of the column width. 31. ___

B. INSTRUCTIONS: Complete each of the following statements by writing the missing word or words in the space provided.

1. The salutation in a letter must agree with the first line of the _____.

2. Anyone typing a letter for someone else must include _____ _____ at the end of the letter.

3. If there is nothing after the salutation or the complimentary close, we are using _____ punctuation in a letter.

4. The new ZIP code directions state that all addresses on envelopes should be _____spaced.

5. A complete listing of books, articles, periodicals, and other references at the end of a manuscript is called a/an _____.

6. Always _____ or put in all capitals the title of a book.

7. A letter should be _____ before it is removed from the machine.

8. A manuscript has _____ inch side and bottom margins except on the side where it is bound.

9. Always _____ space after a main heading.

10. A columnar heading in a tabulation problem should be _____ in order to distinguish this heading from the rest of the column.

11. The "Rules for Word Division" state that we cannot divide a/an _____ letter syllable at the beginning of a word.

12. When preparing a manuscript, you always do a _____ _____ before typing a finished copy.

13. You use a _____ for filed correspondence.

14. The _____ system is the most common type of filing system.

15. You must _____ _____ a paper that is filed elsewhere.

16. There are three types of bindings that influence margins: _____, _____, _____.

C. INSTRUCTIONS: Select the correct word or the preferred spelling.

| | Answers |
|---|---|
| 1. Your name will (proceed, precede) mine on the list. | 1. _____ |
| 2. He was (formally, formerly) the head of that department. | 2. _____ |
| 3. We cannot (advise, advice) you unless we have all the facts. | 3. _____ |
| 4. He served as (counsul, counsel) for the defense. | 4. _____ |
| 5. Your (grammar, grammer) is incorrect. | 5. _____ |
| 6. The next (installment, instalment) is due soon. | 6. _____ |

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7. He is (anaemic, anemic). 7. _____

8. A (catalog, catalogue) is used by many businesses. 8. _____

9. File the memorandums by subject in the (respectful, respective) folders. 9. _____

10. You will find the correct price stamped on (most, almost) every garment in the store. 10. _____

D. INSTRUCTIONS: Retype the following sentences. Insert punctuation (dashes, period, question marks, exclamation points, semicolons, commas, colons, parentheses, hyphens, apostrophes, and quotation marks) as needed.

1. Will you please have your check in the mail by Monday

2. What Have you been idle all morning

3. Mrs. Jones formerly Miss Smith asked how I knew the reason

4. Jane will do the job, will she not

5. Some well to do people and I was one of them--needed help

6. You are right we do need help

7. Another copy of Chapter V The Advantages of Sewing is needed

8. Jacks copy came after we left

9. We need a good worker a really good one

10. There is room for improvement however she has done nothing

E. INSTRUCTIONS: Retype the following sentences. Correct errors in capitalization, abbreviation, and figures as needed.

1. 50 people were listening.

2. Mr. James T. Smith, Junior, did not have 50 cents in his pocket.

3. there are one thousand two hundred seniors graduating.

4. The address is 1410 N.W. 3 Street.

5. How many people are there in north and Central America?

6. A No. of people have left.

7. There are three hundred fifty-five students in the program.

8. The title of the book is the fundamentals of recordkeeping.

9. Mister John J. Jones needed help because of increased responsibilities.

10. Frank Borman, the Astronaut, will give a speech.

F. INSTRUCTIONS: If the right margin bell rang on the first letter of each of the following words, indicate the best place to divide the word by retyping the word with a hyphen at that place. If the word cannot be divided, retype the word without a hyphen. A dictionary is permitted.

1. area
2. theoretical
3. there
4. recreation
5. reliable
6. recommendation
7. juror
8. weaver
9. Carolyn
10. thinnest

G. INSTRUCTIONS: Type five original sentences using each of the following words correctly. A dictionary should be used if there is any doubt as to meanings.

1. articulation
2. conversely
3. ambidextrous
4. perception
5. alleviate

H. INSTRUCTIONS: Select from the answer list the term or symbol that best fits the description in each of the numbered items. Write the letter that identifies the term in the answer column.

Answers

| | | | |
|---|---|---|---|
| a. indexing | e. # | i. ZIP codes | m. |
| b. reference initials | f. divider line | j. release | n. microfiche |
| c. block style | g. tabulation | k. filing | |
| d. cross-reference | h. triple | l. incoming | |

1. The logical organization and storage of information of all kinds. 1. _____
2. All parts of this letter start at the left margin. 2. _____
3. A proofreader's mark for leaving a space. 3. _____
4. The amount of space needed before the body of a message in an interoffice memorandum. 4. _____
5. Selecting the caption under which a record is to be filed. 5. _____
6. Typing material in columns. 6. _____

# QUINMESTER POST-TEST KEY

A.
1. True
2. False
3. False
4. True
5. False
6. False
7. True
8. False
9. True
10. False
11. False
12. False
13. True
14. False
15. False
16. False
17. False
18. True
19. True
20. True
21. False
22. True
23. True
24. True
25. False
26. False
27. False
28. True
29. False
30. False
31. True

B.
1. inside address
2. reference initials
3. open
4. single
5. bibliography
6. underscore or underline
7. proofread
8. one
9. triple
10. underscored or underlined
11. one
12. rough draft
13. folder
14. alphabetic
15. cross-reference
16. unbound, top bound, side bound

C.
1. precede
2. formerly
3. advise
4. counsel
5. grammar
6. installment
7. anemic
8. catalog
9. respective
10. almost

7. A notation that a paper is to be filed elsewhere. 7. _____
8. The way a typist identifies herself on typed material. 8. _____
9. Post offices recommend that this identification be on all envelopes. 9. _____
10. Separates a footnote from the body of the manuscript. 10. _____
11. Mark on correspondence that indicates approval for filing. 11. _____
12. Letters that must be released before filing. 12. _____
13. A proofreader's mark for deleting material. 13. _____
14. A modern media for filing. 14. _____

## I. PRACTICAL APPLICATION

Practical application problems that measure both speed and accuracy should be provided by the instructor. Suggested performance tests may be found for--

1. Filing in quinmester course of study for Filing and Finding (7742.01) or in commercially prepared tests.

2. Tabulating in the Teacher's Guide for Touch Typing, LAP 29 (Tabulation with Columnar Headings).

3. Manuscripts in the Teacher's Guide for Touch Typing, LAP 32 (Manuscripts).

4. Letters and forms in any typing book.

5. Ten-key adding machine in appropriate textbooks or accompanying commercially-prepared tests.

## J. SECRETARIAL STUDENTS ONLY

Since this course of study may be used during the first or second quinmesters of the year, the course of study in shorthand will depend upon the time of the year that the student is taking this course. Therefore, consult the appropriate quinmester course of study--Shorthand Speed Building o Shorthand Transcription--for suggested testing procedures that are applicable to the individual progress of the student.

(Other punctuation in some instances is acceptable.)

D.
1. Will you please have your check in the mail by Monday.
2. What! Have you been idle all morning?
3. Mrs. Jones (formerly Miss Smith) asked how I knew the reason.
4. Jane will do the job, will she not?
5. Some well-to-do people--and I was one of them--needed help.
6. You are right; we do need help.
7. Another copy of Chapter V, "The Advantages of Sewing," is needed
8. Jack's copy came after we left.
9. We need a good worker--a really good one. (!)
10. There is room for improvement; however, she has done nothing.

E.
1. Fifty people were listening.
2. Mr. James T. Smith, Jr., did not have 50 cents in his pocket.
3. There are 1,200 seniors graduating.
4. The address is 1410 N.W. Third Street.
5. How many people are there in North and Central America?
6. A number of people have left.
7. There are 355 students in the program.
8. The title of the book is The Fundamentals of Recordkeeping.
9. Mr. John J. Jones needed help because of increased responsibilities.
10. Frank Borman, the astronaut, will give a speech.

F.
1. area
2. theo-retical
3. there
4. recrea-tion
5. reli-able
6. recom-mendation
7. juror
8. weaver
9. Carolyn
10. thin-nest

G. The teacher will evaluate this section on an individual basis.

H.
1. k
2. c
3. e
4. h
5. a
6. g
7. d
8. b
9. i
10. f
11. j
12. l
13. m
14. n

I. Teacher keys will vary on this section depending on resources used.

J. The criteria to be used for grading this section may be found in Shorthand Speed Building or Shorthand Transcription.

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## MANUSCRIPTS AND TABULATION

A. RESOURCES

1. Agnew, Peter L.; Meehan, James R.; and Pasewark, William R. Clerical Office Practice, 4th ed. Cincinnati: South-Western Publishing Company, 1967.

2. Crawford, T. James; Erickson, Lawrence W.; and Lessenberry, D. D. 20th Century Typewriting, 9th ed. Cincinnati: South-Western Publishing Company, 1967.

3. Stewart, Marie M.; Lanham, Frank W.; and Zimmer, Kenneth. Business English and Communication, 3rd ed. New York: Gregg Division of McGraw-Hill Book Company, 1967. (Units 1 and 2).

B. TO THE STUDENT:

Read Units 1 and 2 (pages 1 through 23) in Business English and Communication. It is necessary that you have a good dictionary, typing paper, and correction paper or fluid before proceeding further.

Office Work Assignments

1. On page 16 of Business English and Communication, you will find a list of words under "F." Type a one-page manuscript using these words properly. A rough draft should be made first; the typewriter must be used in preparing the rough draft as well as the finished copy. Remember, manuscripts must have one-inch margins, double spacing, and five-space paragraph indentions. If you have forgotten how to type manuscripts, get a typing text, an office practice text, or a Touch Typing LAP and review the unit on this subject.

2. On the same page of this business English text, there is another list of words under "E." You are to make up a tab problem using these words as the first column and the words of similar meanings as the second column. Compose a main heading and two columnar headings. Leave approximately 20 spaces between the columns and double space the body. It is up to you to center the problem vertically and horizontally on a full sheet of paper.

3. On page 22 of the business English text, there is a list of words under "D." Set up another tab problem using these words as the first column and the proper divisions of these words as the second column. A review of word division can be found in your COP text on pages 598 through 599. Use "Word Division" as your main heading and "When the Bell Rings at the Beginning of the Word" as your secondary heading. No columnar headings are necessary. Decide what you want to leave between columns and double space the body. The problem must be centered both vertically and horizontally on a full sheet of paper.

4. When all of the above work has been completed, a cover sheet must be prepared before submitting the assigned work to the instructor. This cover sheet should have the standard heading in the upper right corner, "Instruction Sheet #1" as the main heading, and a double-spaced listing of the problems that were done such as "Rough Draft of Manuscript," "Manuscript," "Similar-Meaning Tabulation Problem," and "Word Division Tabulation Problem."

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EXAMINATION FOR ASSIGNMENT SHEET #1

Business English

Give the noun forms of the following verbs:

1. describe
2. acquit
3. prepare
4. observe
5. hesitate

Give synonymns for the following:

6. casual (seven letters beginning with "o")
7. approximately (five letters beginning with "a")
8. humorous (five letters beginning with "f")
9. commence (five letters beginning with "b")
10. colossal (four letters beginning with "h")

Answers

1. description
2. acquittal
3. preparation
4. observation
5. hesitation
6. offhand
7. about
8. funny
9. begin
10. huge

Office Practice (Answer in answer column only)

1. A manuscript has _____ inch side and bottom margins except on the side where it is bound.
2. A manuscript is always _____ spaced.
3. You should clear both margins and all _____ before doing a tabulation problem.
4. Always _____ space after a main heading.
5. You should allow from 1½ to _____ inches at the top of the first page of a manuscript.
6. The _____-centering method of doing a tabulation problem allows you to avoid counting spaces.
7. Columnar headings in a tab problem should be _____ in order to distinguish this heading from the rest of the column.
8. Rules for word division state that we cannot divide a/an _____ letter syllable at the beginning of a word.
9. When typing a manuscript, you always do a _____ _____ before making a finished copy.
10. If you are setting one-inch margins, the left margin is set at 12 and the right margin is set at _____.

Answers

1. one (1)
2. double
3. tab stops
4. triple
5. 2
6. backspace
7. underscored
8. one (1)
9. rough draft
10. 95

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PROOFREADING

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A. RESOURCES;

1. Agnew, Peter L.; Meehan, James R.; and Pasewark, William R. Clerical Office Practice, 4th ed. Cincinnati: South-Western Publishing Company, 1967.

2. Crawford, James T.; Erickson, Lawrence W.; and Lessenberry, D. D. 20th Century Typewriting, 9th ed. Cincinnati: South-Western Publishing Company, 1967.

3. Stewart, Marie M.; Lanham, Frank W.; and Zimmer, Kenneth. Business English and Communication, 3rd ed. New York: Gregg Division of McGraw-Hill Book Company, 1967. (Unit 3 and Unit 6).

B. TO THE STUDENT:

Before attempting any of the work below, read Unit 3 (pages 23 through 28) and Unit 6 (pages 51 through 55) of Business English and Communication. Proofread all finished copies. All errors should be corrected with correction paper or fluid--DO NOT USE AN ERASER.

Office Work Assignments

1. There are four application exercises on pages 28 and 29 of Business English and Communication. Your job is to determine the correct word to use in all of the sentences. When you are sure that all 40 of your answers are correct (use a dictionary), set up a tab problem with four columns. Use the letters A, B, C, and D as columnar headings and "Choosing the Right Word" as a main heading. Do not number the words, but keep them in the same order as they would be if correctly used in each sentence. The problem should be centered horizontally and vertically on a full sheet of paper. The body must be double spaced.

2. Type a one-page manuscript entitled "The Importance of Reading." It must be in your own words and in standard manuscript form. Be sure to keep both the rough draft and the finished copies.

3. On page 56 under "Word Study," complete problems B and C as directed. When you are sure that your answers are correct, type a tab problem in two columns using the answers to problems B and C as your columns. Use "Proofreading" as a main heading and type two appropriate columnar headings. Please do not number lines.

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4. For an exercise in proofreading, ask your teacher for the rough draft letters entitled Letter Group A. Proofread and retype these letters. On your finished copies, use the block style, a 60-space line, and open punctuation. Use your own return address as part of the heading and find an appropriate inside address in the telephone directory.

5. When Assignments 1 through 4 have been completed, prepare a cover sheet in the same manner as the one you did in "Assignment Sheet #1."

*NOTE TO THE TEACHER

"Letter Groups" that are referred to in this and succeeding assignment sheets are two rough-draft letters that have been taken from various secretarial and business education magazines. They are referred to in these assignment sheets as Letter Group A, Letter Group B, Letter Group C, etc. In order to prepare a "stockpile" of these rough-draft letters, it is suggested that the teacher give a different letter to each student and have the students type these letters in manuscript form (without headings, return addresses, or closings) on spirit masters as an introductory learning activity in preparing masters for fluid duplicating. Students should be instructed to make and leave at least one error (typographical, spelling, grammatical, etc.) on every typewritten line. After all rough-draft letters have been completed and 20 or more copies of each have been run on a fluid duplicator, the teacher could then label and arrange the letters in groups to be used with these assignment sheets. The identity and composition of letter groups should permit assurance that neighboring students would not be proofreading and retyping the same letter.

EXAMINATION FOR ASSIGNMENT SHEET #2

Business English (Select the correct word.)

1. Your name will (proceed, precede) mine on the list.
2. We will (site, sight, cite) three examples of mismanagement.
3. He was (formally, formerly) the head of that department.
4. We used the best (stationery, stationary) for the report.
5. We cannot (advise, advice) you unless we have all the facts.
6. There are many (bases, basis, basises) for the argument.
7. He served as (counsul, counsel) for the defense.
8. This will not (affect, effect) your standing in the organization.
9. Mr. Smith is the (personal, personnel) director.
10. Your (grammar, grammer) is incorrect.

Answers

1. precede
2. cite
3. formerly
4. stationery
5. advice
6. bases
7. counsel
8. affect
9. personnel
10. grammar

Office Practice (Answer in answer column only.)

1. The heading of a letter consists of an address line, a city and state line, and a/an _____line.
2. The salutation must agree with the first line of the _____.
3. Anyone typing a letter for someone else must include _____ at the end of the letter.
4. In a _____letter, everything starts at the left margin.
5. The left margin is set at 20 and the right margin is set at _____if you are using a 60-space line. (elite type.)
6. If there is no punctuation after the salutation or the complimentary close, it is said that we are using _____punctuation.
7. Always come down _____lines before the signature line.
8. ZIP codes always contain _____ digits.
9. ZIP code abbreviations always contain _____letters.
10. The new ZIP code directions state that all addresses on envelopes should be _____ spaced.

Answers

1. date
2. inside address
3. reference initials
4. block (AMS, NOMA)
5. 85
6. open
7. four (4)
8. 5
9. 2
10. single

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FOOT NOTES

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A. RESOURCES:

1. Agnew, Peter L.; Meehan, James R.; and Pasewark, William R. Clerical Office Practice, 4th ed. Cincinnati: South-Western Publishing Company, 1967. (Units 1 and 2).

2. Crawford, James T.; Erickson, Lawrence W.; and Lessenberry, D. D. 20th Century Typewriting, 9th ed. Cincinnati: South-Western Publishing Company, 1967.

3. Stewart, Marie M.; Lanham, Frank W.; and Zimmer, Kenneth. Business English and Communication, 3rd ed. New York: Gregg Division of McGraw-Hill Book Company, 1967. (Unit 7).

B. TO THE STUDENT:

Read Unit 7 (pages 57 through 63) in Business English and Communication. Review Units 1 and 2 in Clerical Office Practice (pages 1 through 56. Continue to use correction paper or fluid on all typed work.

Office Work Assignments

1. Type the application for federal employment on page 40 of the COP text. A form for this purpose is supplied in your workbook. There are telephone directories in the room if you need addresses for references, etc. If it is impossible for you to fill in some items, leave them blank.

2. Type a one-page manuscript describing the importance of good reading habits for an office worker. Use standard manuscript form for both the rough draft and the finished copies (keep both). Make up an appropriate main heading. You must use at least two footnotes--quotations for this can be found in the business English and the COP textbooks. Consult a typing text if you have forgotten the proper method of typing footnotes.

3. On notebook paper, do the "Word Study" on page 63 of the business English text (white). When you are sure that your answers are correct, type a tab problem using these answers. Your main heading will be WORD STUDY. Columnar headings will be as follows: Acceptable Spelling, Preferable Spelling, Correct Spelling, Phonetic Spelling.

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4. Proofread both letters in "Letter Group B." You can write all corrections directly on the duplicated copy--incidentally, this copy should be kept and stapled with all the other work in this assignment sheet. Omit numbers in parentheses that may have been put in the letters by mistake. Both finished copies of these letters shall be done in block style with 60-space lines, the school return address, and appropriate inside addresses (use telephone directory). Use a company line after the complimentary close (VOE COMPANY) and your own name as the signature line. See the typing or COP textbook if these instructions are not clear.

5. When all of the above problems have been completed, prepare a cover sheet in the same manner as the others you have done. As usual, all work should be stapled together in the same order as listed on this sheet. In case this is not clear, the order is as follows: application, rough draft of manuscript, manuscript, word study, letter #1, and letter #2.

EXAMINATION FOR ASSIGNMENT SHEET #3

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Business English

Type T for true or F for false in the answer column for each of the following statements:

1. A slow reader has better comprehension that a fast reader.
2. Daylight is poor light for reading.
3. You should not read in a moving vehicle.
4. The best readers read in thought units.
5. Reading helps little in building a good vocabulary.

Type the preferred spelling in the answer column for the following:

6. installment, instalment
7. anaemic, anemic
8. advisor, adviser
9. benefitted, benefited
10. catalog, catalogue

Answers

1. F
2. F
3. T
4. T
5. F
6. installment
7. anemic
8. adviser
9. benefited
10. catalog

Office Practice (Answer in answer column only.)

1. Before typing a footnote at the bottom of a page, you must first type a/an _____ line.
2. A company line is typed two lines down from the _____ of the letter.
3. A quotation that contains _____ or more lines is single spaced and indented five spaces on both sides.
4. The office worker should avoid _____ in dress.
5. A typed letter should be _____ before it is removed from the machine.
6. Should you apply for more than one job at a time?
7. Should you brag about yourself a little when making out an application for employment?
8. Most applications for employment require that you list at least three references--is this true?
9. Does the word "Ibid" in a footnote mean that we are repeating the same quotation?
10. Should a tab problem be centered both vertically and horizontally?

Answers

1. divider
2. complimentary close
3. four (4)
4. extremes
5. proofread
6. yes
7. yes
8. yes
9. no
10. yes

Performance Test

Your teacher will give you an assignment from the Teacher's Guide for Touch Typing, LAP 32 (manuscripts) or a similar test.

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INTEROFFICE MEMORANDA

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A. RESOURCES:

1. Agnew, Peter L.; Meehan, James R.; and Pasewark, William R. Clerical Office Practice, 4th ed. Cincinnati: South-Western Publishing Company, 1967. (Unit 12, Part 1).

2. Crawford, James T.; Erickson, Lawrence W.; and Lessenberry, D. D. 20th Century Typewriting, 9th ed. Cincinnati: South-Western Publishing Company, 1967.

3. Stewart, Marie M.; Lanham, Frank W.; and Zimmer, Kenneth. Business English and Communication, 3rd ed. New York: Gregg Division of McGraw-Hill Book Company, 1967. (Unit 8).

B. TO THE STUDENT:

Read Unit 8 (pages 64 through 72) in Business English and Communication. Also read Unit 12, Part 1 (pages 433 through 454) in Clerical Office Practice. You have typed manuscripts before, but this latter chapter will still be quite helpful in reinforcing your knowledge on this subject.

Office Work Assignments

1. Summarize, in your own words, Unit 8 in Business English and Communication. This summary should be no more than one typewritten page in length, and it must be done in proper manuscript form. If you use quotes from the text, they must be properly footnoted (see pages 433 through 454 of the COP text). The main heading will be SUMMARY OF UNIT 8.

2. Proofread both letters in "Letter Group C." You can write all corrections directly on the duplicated copy--this copy should be kept and stapled with all the other work in this instruction sheet. Both finished copies of these letters shall be done in block style with 60-space lines and open punctuation. Use an appropriate heading and inside address (use telephone directory). Use a company line after the complimentary close if the letter is from a company.

3. Do A, B, D, E, F, and G (omit C) in the "Word Study" on pages 71 and 72 of the same text. Set up as a tab problem with correct answers in six columns. The main heading will be WORD STUDY #2. Columnar headings will be A, B, D, E, F, and G.

4. Do "Office Work Assignment #47" on page 454 of the COP text. Forms are supplied on pages 111 and 113 of the COP workbook. Make one carbon copy only, but save the extra two forms that are in your workbook to use in case you mess up the first two.

5. Prepare a cover sheet in the usual manner. All work should be stapled with the cover sheet in this order: cover, rough draft of manuscript, finished manuscript, the two letters, word study, and interoffice memorandum with its carbon copy.

EXAMINATION FOR ASSIGNMENT SHEET #4

Business English

In the following words, there are choices within parentheses for some of the letters. Type in the answer column the entire word as it should be spelled.

1. gr(ei, ie)ve
2. f(ei, ie)rce
3. (des, dis)cribe
4. (for, fore, four)close
5. (for, fore, four)gone
6. (des, dis)solve
7. there(for, fore, four)
8. mem(a, e, o)ry
9. volunt(a, e, o)ry
10. (for, fore, four) ward

Answers

1. grieve
2. fierce
3. describe
4. foreclose
5. foregone
6. dissolve
7. therefore
8. memory
9. voluntary
10. forward

Office Practice

1. You should _____ space before the body of the message in an interoffice memorandum.
2. Reference _____ must go at the end of an interoffice memorandum.
3. Erase on a carbon copy with a/an _____eraser.
4. The salutation, the complimentary close, and the (formal signature, date, subject) are usually omitted from an interoffice memorandum.
5. A complete listing of books, articles, periodicals, etc., at the end of a manuscript is called a/an _____.
6. The proofreader's symbol "¶" means _____.
7. The proofreader's symbol "#" means _____.
8. "SS" means to _____.
9. Always _____ or put in all capitals the title of a book.
10. Local ZIP codes can be found in the _____.

Answers

1. triple
2. initials
3. pencil (soft)
4. signature
5. bibliography
6. paragraph
7. space
8. single space
9. underscore
10. telephone directory

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FILING JOB A

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A. RESOURCES:

1. Agnew, Peter L.; Meehan, James R.; and Pasewark, William R. Clerical Office Practice, 4th ed. Cincinnati: South-Western Publishing Company, 1967. (Unit 9, Part 1).

2. Kahn, Gilbert; Yerian, Theodore; and Stewart, Jeffrey R., Jr. Progressive Filing, 7th ed. New York: Gregg Division of McGraw-Hill Book Co., 1961.

3. Kahn, Gilbert; Yerian, Theodore; and Stewart Jeffrey R., Jr. Student's Guide to Practice Materials in Progressive Filing, New Series. New York: Gregg Division of McGraw-Hill Book Company, 1961.

4. Lanham, Frank W.; Stewart, Marie M.; and Zimmer, Kenneth. Business English and Communication, 3rd ed. New York: Gregg Division of McGraw-Hill Book Company, 1967. (Units 23, 24, and 25).

B. TO THE STUDENT:

For the Business English portion of this job, you must read Units 23, 24, and 25 of your Business English textbook, Business English and Communication. While reading these units, write the answers ONLY to the class practice and proofreading practice drills on a sheet of notebook paper. After doing all three of these units in this manner, ask your teacher for the key and correct your answers. If an answer is wrong, write the reason on your paper (if a reason is given).

When you are sure that you understand these three units, ask your teacher for the tests on Units 23, 24, and 25. These tests must be taken on the typewriter. Use the standard heading in the upper right-hand corner of the paper. The main heading will be FILING JOB #1 BUSINESS ENGLISH TEST; columnar headings will be Unit 23, Unit 24, and Unit 25. The answers will be listed in these three columnar headings--number the answers as you go along. Upon completion of these tests, take them to your teacher to check. If your test scores are too low, you may have to be retested; therefore, it is important that you prepare yourself properly before taking the tests.

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For an introduction to the filing unit of this work, read Unit 9, Part 1 (pages 245 through 258), in Clerical Office Practice. After you have read this, obtain a filing practice set from your teacher. You will also need to check out two books--Progressive Filing and Student's Guide to Practice Materials in Progressive Filing. Read pages 3 and 9 in Progressive Filing. Starting at the bottom of page 9 are the first basic indexing rules. Read the first four rules and study the examples thoroughly. If you haven't already done so, obtain a mimeographed copy of all the basic indexing rules from your teacher--this is your personal copy and should be kept in your VOE folder at all times.

Turn to page 1 of the manual, Student's Guide to Practice Materials in Progressive Filing. Make sure that you have all the materials necessary for the "Basic Set." After checking the contents of your filing materials thoroughly, turn to page 3 of the manual and begin following the instructions. CAUTION: Disregard all instructions that require you to write on the practice materials. Do Jobs 1 and 2. If you cannot index the cards without writing on them, obtain a set of blank index cards from your teacher and type the names on them. As you finish each job, check to see if you indexed the cards properly. Job 1 order should be 5, 2, 6, 10, 3, 9, 4, 1, 7, and 8. Job 2 order is 18, 13, 15, 11, 14, 17, 20, 12, 19, and 16. If you are in doubt as to why these cards were arranged in this order ask to see the teacher's key so that you can see the correct indexing units of each of the names. Incidentally, it should be understood that this can be done upon the completion of any practice job--in other words, this latter statement will not be repeated after every job. NOTICE THAT THE "EXERCISES" IN PROGRESSIVE FILING CORRESPOND TO THE "JOBS" IN THE ORANGE MANUAL.

After completing Job 2, read "Section Two" in Progressive Filing. You are now ready to go to Jobs 3 and 4 in the orange manual. Check to see that you placed these cards in the correct order: Job 3--25, 22, 27, 29, 24, 21, 26, 28, 30, 23; Job 4--37, 34, 35, 33, 38, 31, 40, 36, 32, 39.

After completing Job 4, read "Section Three" in Progressive Filing. Proceed to Jobs 5 and 6. Check the accuracy of your work: Job 5--45, 46, 41, 48, 47, 44, 42, 49, 43, 50; Job 6--53, 51, 56, 54, 57, 52, 59, 55, 58, 60.

After completing Job 6, read "Section Four" in Progressive Filing. Proceed to Jobs 7 and 8. Check the accuracy of your work: Job 7--62, 69, 63, 64, 70, 67, 66, 65, 68, 61; Job 8--80, 75, 90, 88, 72, 84, 86, 87, 82, 83, 89, 71, 79, 81, 78, 73, 77, 74, 76, 85.

After completing Job 8, read "Section Five" in Progressive Filing. Proceed to Job. 9. Check Job 9--96, 99, 92, 95, 91, 97, 94, 98, 100, 93.

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After completing Job 9, read pages 26 and 27 in Progressive Filing. You can now proceed to Job 10 in the orange manual (page 5). Be sure that you make out the proper cross-reference cards. Obtain extra index cards from your teacher for this purpose. Remember, the cross-reference card always contains the same number as the main reference; but it must have an "x" immediately after it. After you have properly indexed all of these cards (101 through 150), check with the following key--150, 104, 146, 134, 119, 131, 121, 115, 114, 113, 111, 112, 108, 130, 103, 109, 139x, 132, 135, 140, 127, 133, 116x, 126, 128, 125, 120, 124, 117, 123, 107, 113, 102, 106x, 132x, 110, 101, 105, 116, 149, 144, 145, 136, 143,129, 137, 139, 122, 148, 141, 147, 106, 138, 142. If you are in doubt as to why a card was indexed in a certain position, check with the teacher's key or ask the teacher. Don't proceed to the next step unless you thoroughly understand what you have done thus far.

Skip Job 11 and proceed to Job 12. Be sure to cross-reference the proper cards. After properly indexing these cards (151 through 200), go to your teacher and ask for the test following Job 12. After this test has been checked, study your "Basic Indexing Rules" thoroughly and ask your teacher for the "Alphabetic Indexing Rules" Test. After this test has been taken and checked, prepare a cover sheet for this entire job. The main heading will be FILING JOB A; subheadings will be Filing Job Business English Test, Job 12 Test, and Alphabetic Indexing Rules Test.

You should now be ready to proceed to FILING JOB B.

EXAMINATION FOR FILING JOB A

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## Business English

Proofread the following sentences. If you see that punctuation marks (commas, periods, question marks, exclamation points, semicolons, or colons) are missing, indicate this by typing out the word before the punctuation mark and the missing mark in the answer column. If no punctuation is missing, type none in the answer column.

1. Will you please have your check in the mail by Monday
2. What Have you been idle all morning?
3. Mr. Jones asked how I knew the reason
4. Jane will do the job, will she not
5. Some people and I was one of them--needed help.
6. You are right we do need help.
7. Another copy of Chapter V is needed.
8. We left at 5:00 p.m.
9. Something must be done at once.
10. We need a good worker a really good one.

Answers

1. Monday.
2. What!
3. reason.
4. not?
5. people--
6. right;
7. none
8. none
   once!
9. none
10. worker--

## Office Practice

In the answer column, indicate the order in which the given names should be arranged in an alphabetic file. Use the letters to the left of each name to show this order.

1. (a) Ann C. White (b) Thos. C. Whitehead (c) A. C. Whitehead
2. (a) Stephenson Associates, Inc. (b) Josephine Stevenson (c) Jose W. Stevenson
3. (a) Linda D. Hughes (b) Mrs. Harry Hughes (Marsha) (c) Samuel D. Huggs
4. (a) Date-Daniels Mgf. Co. (b) Benj. T. Dale (c) Ernest Dale-Daniels
5. (a) Suzanne F. Rice (b) Sherrill Ricks (c) A. D. Richardson
6. (a) U. S. Dept. of Defense (b) Dental Supplies, Inc. (c) United Automobile Workers, Inc.
7. (a) Capt. Sam Jones (b) Cassell S. Johnson (c) Bernard S. Drew
8. (a) Wise's Floral Shop (b) Nell Ellen Wise (c) Flowers by Davis
9. (a) Twelfth Street Theater (b) 30-Day Storage (c) Alvin C. Twain
10. (a) St. Ignace Cleaners (b) Candice E. St. Ignace (c) Bertha Sanderson

Answers

1. acb
2. acb
3. cab
4. bac
5. acb
6. bca
7. cba
8. cab
9. bca
10. abc

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FILING JOB B

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A. RESOURCES:

1. Agnew, Peter L.; Meehan, James R.; and Pasewark, William R. Clerical Office Practice, 4th ed. Cincinnati: South-Western Publishing Company, 1967. (Unit 9; Parts 1, 3, 4, 5, and 6).

2. Kahn, Gilbert; Yerian, Theodore; and Stewart, Jeffrey R., Jr. Progressive Filing, 7th ed. New York: Gregg Division of McGraw-Hill Book Company, 1961.

3. Kahn, Gilbert; Yerian, Theodore; and Stewart, Jeffrey R., Jr. Student's Guide to Practice Materials in Progressive Filing, New Series. New York: Gregg Division of McGraw-Hill Book Company, 1961.

4. Lanham, Frank W.; Stewart, Marie M.; and Zimmer, Kenneth. Business English and Communication, 3rd ed. New York: Gregg Division of McGraw-Hill Book Company, 1967. (Units 26, 27, 28, and 29).

B. TO THE STUDENT:

For the Business English portion of this job, read Units 26, 27, 28, and 29 in your Business English textbook, Business English and Communication. While reading these units, write the answers ONLY to the class practice and proofreading practice drills on a sheet of notebook paper. After doing all four of these units in this manner, ask your teacher for the key and correct your answers. If an answer is wrong, write the reason on your paper (if a reason is given).

When you are sure that you understand these four units, ask your teacher for the tests on the comma and the quotation mark. These tests must be taken on the typewriter. Use the standard heading in the upper right-hand corner of both papers. The main heading for the first answer sheet will be COMMA TEST, and the main heading for the second answer sheet will be QUOTATION MARK TEST. Be sure to use a separate sheet for each test and number the answers as you go along. Upon completion of these tests, take them to your teacher to check. If your test scores are too low, you may have to be re-tested; therefore, it is important that you prepare yourself properly before taking the tests.

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As part of Filing Job #1, you should have read Unit 9, Part 1 (pages 245 through 258) in the COP textbook. Since you are using the basic indexing rules found in Progressive Filing, you will not read Unit 9, Part 2, in the COP textbook; therefore, your next reading assignment is Unit 9, Parts 3, 4, 5, and 6 (pages 280 through 326), in the COP textbook. After completing this assignment, ask your teacher for a copy of COP TEST NO. 7 (South-Western Publishing Company). Take this test and return it to your teacher to check (again, it is necessary to type your answers ONLY on a separate answer sheet with a proper heading). Before going any further on this job, make sure that you understand the reason(s) if any of your answers are wrong.

You should now be ready to type and set up an indexing system. You have been given a blank set of 3" x 5" index cards. There are two illustrations of methods of typing index cards on page 275 of the COP textbook. You are going to type cards exactly as shown on this page--the card illustrated on the left is a main reference and the one shown on the right is a cross-reference. The only thing that you will have to type now will be the main references. NOTE--There is one thing that you will have to type that is not shown on these two illustrations--a number in the upper right hand corner of every card.

The first 50 names that you will type on these cards are on pages 278 and 279 of the COP textbook (Office Work Assignment 32). The last 25 names that you will type are on page 288 of the COP textbook (Office Work Assignment 33). When all 75 of these cards have been typed properly, (let the teacher check) ask for the INDEX CARDS FILING TEST. You will be timed on this test, so make sure that your teacher writes the starting time on the answer sheet. When the test has been completed, bring it immediately to the teacher for recording the completion time and for checking.

Prepare a cover sheet for this entire job. The main heading will be FILING JOB B; subheadings will be Comma Test, Quotation Mark Test, COP Test No. 7, and Index Cards Filing Test.

You should now be ready to proceed to FILING JOB C.

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# EXAMINATION FOR FILING JOB B

## Business English

In the answer column, indicate whether the following sentences are punctuated correctly by typing R if the sentence is right or W if the sentence is wrong.

1. Diversification for its own sake; however, can be a costly experiment.
2. May 31 is a good day to finish.
3. John Smith, Jr., will do the job.
4. Frank Borman, the astronaut will give a speech.
5. The novel, 'Gone With the Wind," was about the Civil War.
6. "Halt!" she shouted.
7. "Such nonsense is unthinkable"! exclaimed Joe.
8. She did a fine job; however, we don't need her help now.
9. Miscellaneous is a difficult word to spell.
10. Bud Smith left the job, Frank Jones took over.

Answers

1. W
2. R
3. R
4. W
5. W
6. R
7. W
8. R
9. W
10. W

## Office Practice

In the answer column, indicate the order in which the names should be arranged in an alphabetic file, Use the letters to the left of each name to show this order.

1. (a) El Dorado Hardware (b) Ella Dawson (c) Dorothy H. Ellison
2. (a) Arthur R. Lockwood (b) Wm. T. Lerry (c) Henretta O'Lerry
3. (a) North East Oil Co. (b) Northeastern Fruit Distributors (c) The Great Northern Trucking Co.
4. (a) Sallie N. Myerson (b) Sally Ann Myars (c) S. N. Myarson
5. (a) Bill the Barber (b) Kenneth L. Biltmore (c) Peter Billings
6. (a) F. Simpson (b) Frank Simpson (c) Simpson & Sons
7. (a) Utilities Dept., City of Monona, Iowa (b) Newton D. Dempsey (c) Utica Transport Co.
8. (a) Kroger's, 17 North Main, Raleigh (b) Kroger's 341 Main St., Raleigh (c) Kroger's, Roanoke Rapids
9. (a) Rhode Island National Bank, Providence, R.I. (b) George S. Percy (c) Terry B. Reed
10. (a) Chas. Dewey-Drews (b) Charlotte E. Drews (c) Charlene Dewey-Drews

Answers

1. bac
2. bac
3. cab
4. bca
5. acb
6. abc
7. bac
8. abc
9. bac
10. cab

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FILING JOB C

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A. RESOURCES:

1. Kahn, Gilbert; Yerian, Theodore; and Stewart, Jeffrey R., Jr. Progressive Filing, 7th ed. New York: Gregg Divsion of McGraw-Hill Book Company, 1961. (Chapter 3).

2. Kahn, Gilbert; Yerian, Theodore; and Stewart, Jeffrey R., Jr. Student's Guide to Practice Materials in Progressive Filing, New Series. New York: Gregg Division of McGraw-Hill Book Company, 1961.

3. Lanham, Frank W.; Stewart, Marie M.; and Zimmer, Kenneth. Business English and Communication, 3rd ed. New York: Gregg Division of McGraw-Hill Book Company, 1967. (Units 30, 31, 32, and 33).

B. TO THE STUDENT:

For the Business English portion of this job, read Units 30, 31, 32, and 33 in your Business English textbook, Business English and Communication. While reading these units, write down the answers ONLY to the class practice and proofreading practice drills on a sheet of notebook paper. After doing all four of these units in this manner, ask your teacher for the key and correct your answers. If an answer is wrong, write the reason on your paper (if a reason is given).

When you are sure that you understand these four units, ask your teacher for the English tests for Filing Job C. These tests must be taken on the typewriter. Use the standard heading in the upper right-hand corner of both papers. The main heading for the first answer sheet will be PARENTHESES, APOSTROPHE, CAPITALIZATION, AND ABBREVIATIONS TEST, and the main heading for the second answer sheet will be FIGURES TEST. Be sure to use a separate sheet for each test and number the answers as you go along. Upon completion of these tests, take them to your teacher to check. If your test scores are too low, you have to be retested; therefore, it is important that you prepare yourself properly before taking the tests.

If your grades have been low (D's and/or F's) on the filing tests that you have taken on Filing Jobs A and B, it would be to your advantage to review the reading assignments on those two jobs and to restudy the basic indexing rules thoroughly.

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Read Chapter 3 (pages 34 through 41) in Progressive Filing. Once you have read this chapter thoroughly, open your orange manual, Practice Materials in Progressive Filing, to page 8 and begin following the instructions. DO NOT SKIP ANYTHING--DO EVERYTHING STEP BY STEP AS DIRECTED IN JOB 18! After completing Job 18, the sequence of the letters and folders (that contain something) should be as follows: A--2, 4, 15x; Amer. Inst. Elec. Engrs.--9; Am--25, 22; Ar--1, 3; Barstow, W. S., & Co.--5; B--21; Beardslee Chand. Mgf. Co.--14, 13, 12; Be--18, 8, 16, 15, 10; Bi--11; Bo--6; Brett & Goode Co.--24, 23; Br--12x; Bro--17, 19, 7, 20 (a check mark should appear to the right of the 20).

Disregard the instructions given for Jobs 19, 20, 21, and 22; and follow these instructions:

1. From the letters behind the partition card, select numbers 26-30.

2. Inspect, index, code, sort, and file these letters. Prepare cross references if necessary. All correspondence from Benjamin Atwood should be filed under Atwood's Camp for Boys.

3. Prepare an answer sheet with the standard heading in the upper right-hand corner. The main heading will be MINIATURE LETTERS FILING TEST--ALPHABETIC.

4. Take your correspondence file box and the answer sheet that you just prepared to your teacher and ask for the test. Your grade will depend upon the speed of finding plus the number of errors.

You should now be ready to proceed to your last filing job. Go to page 11 in the orange manual, and follow the instructions given at the bottom of the page under Job 22--steps 5 and 6 ONLY. Ask your teacher to check all of your materials to see that they have been put away properly.

Begin numeric filing by turning to page 12 of the orange manual and following the instructions for Job 23. DO NOT SKIP ANYTHING--DO EVERYTHING IN THIS JOB STEP BY STEP! After completing Step 7, check your answer sheet with the following: Folder 100--4; Folder 101--5; Folder 102--15, 17, 8; Folder 103--42, 14, 13, 12; Folder 104--16, 5; Folder 105--19; Folder 106--29, 24, 23; Folder 107--26; Folder 108--27; Folder 109--30; Folder 110--31; Folder 111--33.

Disregard the instructions given for Jobs 24 and 25, and follow these instructions:

1. Remove the remaining letters from in front of the correspondence file box.

2. Inspect, index, code, sort, and file these letters.

3. Prepare an answer sheet with the standard heading in the upper right-hand corner. The main heading will be MINIATURE LETTERS FILING TEST--NUMERIC.

4. Take your correspondence file box and the answer sheet that you just prepared to your teacher and ask for the test. The grade will depend upon the speed of finding plus the number of errors.

Prepare a cover sheet for this entire job. The main heading will be FILING JOB C; subheadings will be Parentheses, Apostrophe, Capitalization, and Abbreviations Test; Figures Test; Miniature Letters Filing Test--Alphabetic; and Miniature Letters Filing Test--Numeric.

You have now completed all of the jobs on filing!

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# EXAMINATION FOR FILING JOB C

## Business English

In the answer column, type correctly any word and/or number that may be wrong in the following sentences. If there is nothing wrong, type none in the answer column. Note: There will be one error or no errors in each sentence.

1. 50 people were listening.
2. We did not have 50 cents between us.
3. Less than 5 percent of the members were present.
4. There are one thousand two hundred seniors graduating.
5. The address is 1410 N. W. 3 Street.
6. How many people are there in north and Central America?
7. A No. of people have left.
8. Its just one of those things.
9. There is one flight nonstop to Chicago.
10. There are three ds on the page.

Answers

1. Fifty
2. none
3. none
4. 1,200
5. third
6. North
7. number
8. It's
9. (nonstop)
10. 8's

## Office Practice

In the answer column, type the word yes or no to indicate the accuracy of the question.

1. Are card indexes used both for records and indexes to filed papers?
2. Do the triple scores at the bottom of the front flap of folders allow for expansion
3. If a working top is needed as well as filing space, should a five-drawer filing cabinet be purchased?
4. Is it extravagant to purchase the best quality cards for permanent records?
5. Is sorting the last step in preparing papers for filing?
6. When arranging names alphabetically, do you consider the second units if the first units are exactly the same?
7. Is Six the first unit to be considered when filing the name The 613 Club?
8. In the one-period plan of transfer, do only active papers occupy the entire capacity of the active files?
9. Do card ticklers contain only guides for month?
10. May visible records be of the posted-record type as well as the index type?

Answers

1. yes
2. yes
3. no
4. no
5. yes
6. yes
7. no
8. yes
9. no
10. yes

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TEN-KEY ADDING-LISTING MACHINE

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A. RESOURCE:

Agnew Peter L. and Pasewark, William R. Ten-Key Adding-Listing Machine and Printing Calculator Course, 3rd ed. Cincinnati: South-Western Publishing Company, 1963.

B. TO THE STUDENT:

Look over pages v-vii in the textbook showing the different adding machines that are available. Briefly notice the machine parts.

The touch method means you learn to operate the keyboard without looking at the keys. Use the fingering method shown on page 1. If you need help, ask your instructor to show you the correct fingering method and demonstrate use of the machine.

Each problem is to be done twice. If the answers do not agree, try once more. Ask your instructor for help if you still cannot get answers that agree. Record your answers on the answer sheet provided for this purpose. Follow these instructions on all jobs. Do the following jobs:

Job No. 1 (Touch Addition), pages 1-4.

Job No. 2 (Touch Addition 0-3 keys), pages 5-8. If your adding machine does not have a non-add key, skip the numbers indicated as non-add. Example:

1.37
5.84
Skip this number - 5.00 NA

Your answer will be correct because the number is recorded on the machine with the non-add key, but it is not added into the total.

Job No. 3 (Repeated Digits), pages 9-12.

Job No. 4 - (Subtraction), pages 13-16. Note: It is not necessary to number the problems by using the non-add key. However, this is one use for the key.

Job No. 6 - (Subtotal), pages 21-24.

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Job No. 7 (Repeat Addition), pages 25-28.

Job No. 8 (Multiplication), pages 29-32.

After completion of this job, ask your instructor for Test #1 on the ten-key adding machine. Your grade will be based on the test and on the work done during the week.

Job No. 11 (Short-Cut Multiplication), pages 37-40.

Job No. 12 (Decimals, Fractions, and Percentages), pages 41-44.

Job No. 13 (Fixed Decimal Point), pages 45-48.

Job No. 14 (Discount and Net Amount), pages 49-52.

Job No. 16 (Chain Discounts), pages 57-60.

Job No. 17 (Constant Multiplication), pages 61-64.

Job No. 18 (Division), pages 65-66. Note: Read directions carefully before doing this job. Check pages 112-113 for decimal reciprocals.

After completion of this job, ask your instructor for Test #2 on the ten-key adding machine. Your grade will be based on the test and the work done during the week.

Job No. 21 (Division: Remainder of Quotient; Decimals in Quotient; Decimals in Dividend and Divisor), pages 73-76.

Job No. 22 (Credit Balances), pages 77-80.

Job No. 23 (Interest), pages 81-84.

Job No. 24 (Percentage of Increase and Decrease), pages 85-88.

Job No. 26 (Prorating), pages 93-96.

Job No. 27 (Payroll), pages 97-100.

Job No. 28 (Reconciliation of Bank Statements), pages 101-104.

After completion of this job, ask your instructor for Test #3, (South-Western) on the ten-key adding machine. Your grade will be based on the test and the work done during the week.